



## Deleting sections and events in the COVLC

From the home screen hover over **Manage** and select **Training**. Then search the course from the **Manage Content** search on the right.

The screenshot shows the top navigation bar with 'Learn', 'Manage', and 'Administer' dropdown menus. A green arrow points to the 'Manage' dropdown, which is open to show a list of options: 'Training', 'People', 'Careers', 'Surveys and Evaluations', 'Gamification', 'Approval Requests', 'Recommendations', and 'Certifications'. The 'Training' option is highlighted in blue. Below the navigation bar, the 'Manage Content' search box is visible, with a green arrow pointing to its search input field. The search box contains the text 'Search for Content' and a search icon.

Select the course from the search results. Move to the **Sections** tab and select the event

The screenshot shows the course page for 'VDSS - DVS1001W: Understanding Domestic Violence'. The page has three tabs: 'Details', 'Sections', and 'Availability and Sharing'. A green arrow points to the 'Sections' tab, which is currently selected. Below the tabs, there is a search filter 'Filter by name or section code' and a search icon. To the right, there is a button 'Add a New Section'. Below the search filter, there are filter buttons for 'Active' and 'Current', and a 'Clear All' button. A table of sections is displayed, with a green arrow pointing to the first section: 'VDSS - DVS1001W: Understanding Domestic Violence'. The section is marked as 'Active' and has '35 of 35 enrolled' and 'Waitlisted: 0'. There are buttons for 'Manage Enrollment' and '> Details'. The dates '6/20/2023 - 6/21/2023' are shown at the bottom of the section entry.

**To delete the Section:**

**Go to the Sections tab. On the right, click the dropdown next to Edit to select Delete Section.**



Classroom

VDSS - DVS1001W: Understanding Domestic Violence

Section Details Settings Enrollment Content Gradebook and Attendance Notifications

Section Code	Section Number	Completion Code	Section Dates
Not set	43	032E3422FD	6/20/2023 9:00:00 AM - 6/21/2023 12:30:00 PM

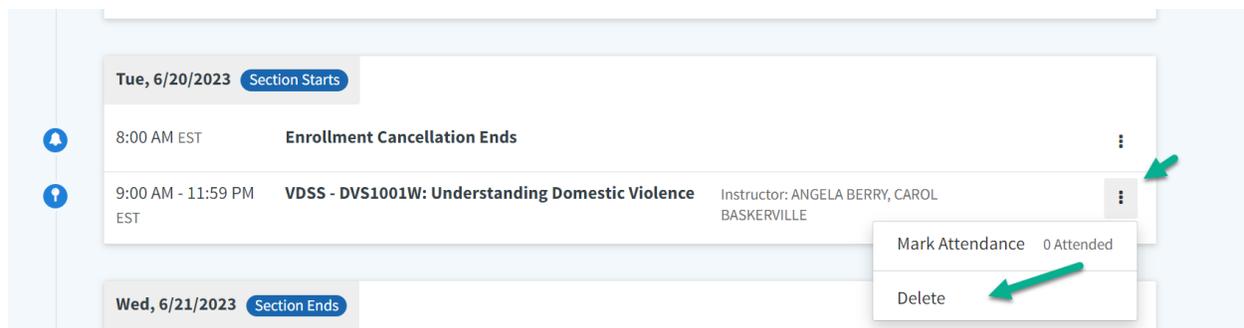
Reminder Emails  
No reminder emails are sent to enrolled users

Edit

- Copy
- Delete Section

**To delete an event or a portion of an event:**

**Go to the Section Details tab and scroll down to the event. Click the 3 dots on the right and select Delete.**



Tue, 6/20/2023 Section Starts

8:00 AM EST Enrollment Cancellation Ends

9:00 AM - 11:59 PM EST VDSS - DVS1001W: Understanding Domestic Violence Instructor: ANGELA BERRY, CAROL BASKERVILLE

Wed, 6/21/2023 Section Ends

Mark Attendance 0 Attended

Delete